

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – April 16, 2009
Northern Illinois University

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Julie Benedict, Barney Bryson, Sara Clayton, Kevin Connolly, Janet Davis, Gary Fry, Debra Hilligoss, Donna Johnson, James Jones, Darlene Kendall, Sheila Kirby, Kim Kirchner, Virnita Martin, Cristina Milliken, David Ryan, David Turner, and Linda Wense

Absent: Maureen Bendoraitis, Jay Brooks, Susan Courson

Guests:

None

Report of Designated Employer Representative (DER) of Host Campus –

Dr. John Peters, President of NIU, and Dr. Steve Cunningham, Associate Vice President for Administration and Human Resources, were present to welcome the EAC committee to the Northern Illinois University campus. President Peters spoke on the budget crisis and future of higher Education. Although the situation is serious, reality has hit and we can look ahead to change the path. President Peters expressed that EAC is a big part of keeping the Universities going. We are all enrollment driven and employee groups can do a great deal to reorganize and help the Universities to keep going strong.

Dr. Cunningham commended Mr. Morelock and the System Office for their work with the State Universities Civil Service System. Dr. Cunningham welcomed the EAC committee and recognized their importance in the civil service organization. He expressed the importance of each employee's role as we go through the budget crisis. Dr. Cunningham encouraged the EAC group to meet and interact with new employees and others. Dr. Cunningham expressed that solidarity and confidence within the civil service system is important to face the challenges and appreciates EAC's role in that endeavor.

Seating of Member and Oath

Janet Davis, University of Illinois at Urbana/Champaign, was seated as a new member of EAC. Together, the EAC committee read the Charge and Obligation.

Minutes:

Sara Clayton made a motion to approve the minutes of the January 2009. Linda Wense seconded. A roll call vote was taken.

Julie Benedict	Aye		Debra Hilligoss	Aye		Virnita Martin	Aye
Barney Bryson	Aye		Donna Johnson	Aye		Chris Milliken	Aye
Sara Clayton	Aye		James Jones	Aye		David Ryan	Aye
Kevin Connolly	Aye		Darlene Kendall	Aye		David Turner	Aye
Janet Davis	Aye		Sheila Kirby	Aye		Linda Wense	Aye
Gary Fry	Aye		Kim Kirchner	Aye			

Motion passed.

Review of Correspondence

Barney Bryson received an email from Gregg Knott, UIC, asking for support in running for a board position at SURS. Tom Morelock informed us that active members and annuitants will receive a notification via postal mail of the process in the next week or so. The process is also at SURS website along with criteria and what is expected from the candidate.

Public Comments:

There were no requests for public comment.

Report of Chair – Barney Bryson

Barney Bryson encouraged all EAC members to attend Lobby Days on April 22, 2009 in Springfield.

He also encouraged EAC reps to get to know their respective representatives and create a relationship to discuss the issues at hand.

SURS Update – Susan Courson

Susan Courson was unable to attend. Janet Davis, SURS representative for UIUC, expressed the importance of the change of the SURS board.

Report of Executive Director – Tom Morelock

Update on Rule Revisions –

The rule revisions are in the second notice period with JCAR. Suggestions from JCAR resulted in subtle changes in language and phrasing.

Mr. Morelock briefly recapped the changes in the following sections.

Section 250.60 – Eligible Registers

Section 250.110(b) - Leave of Absence

Section 250.110(e)(16) – Merit Board Orders(Discharge)

Section 250.70(d) and (e) – Learner/Trainee Appointments.

Discussion and Review of Proposed Procedure Revision to Classification Procedures Manual, Section 1 - Classification/Examination Development.

Mr. Morelock briefly recapped the changes proposed and noted that the changes are to bring the manual current. The changes will be put into place after next Merit Board Meeting.

Exemption Procedures

The proposed procedural changes are on hold until next Merit Board meeting, May 20, 2009.

Agency Budget Report

The Governor made his recommendation for the FY10 budget with the value of FY09 plus 6,000\$ for relocation expenses if needed. In FY10 the System Office will begin the process to either renew the current lease or put out RFP bids for new facilities. The System Office will continue to be cautious in spending and set aside 2.5% to lapse if needed.

Audit Program Update

Cindy Neitzel provided a schedule of audit activities as follows:

The audits for NIU, EIU, and Chicago State are finished and in draft stages.

- Future Schedule:
- April 2009 - System Office
- June 2009 - UIUC
- July 2009 - UIS
- Cindy gave an overview of an audit and what is reviewed.

Classification Plan Update

Jeff Brownfield provided an update on classification plan activities which included activities in the following classification series:

- Customer Service Representative – Mostly used by Chicago area will start pre-testing in the next few weeks.
- Administrative Aide – CJASI
- Administrative Program Assistant – CJASI
- Administrative Assistant I and II – CJASI
- Member Service Representative – SURS specific; Pre-testing
- Laboratory Mechanics – working with the departments with requests
- Electricians – updated due to code book changes
- Construction Laborers – Pretest be done next week
- Cement finishers - pre-testing
- Iron workers – pre-testing
- Dental assistant and clerks – System is working with each of the campuses on ways they use the classifications.
- Herders and farmers – look at combining the classes and initial review of examinations.
- Elevator mechanics – update to fire marshal codes.

Legal Update

Mary Follmer provided a brief legal update.

- 31 written discharges in 2009
- 7 hearing requests
- 1 withdrew
- 2 settlements
- 2 resigned before hearing
- 1 discharge
- 1 pending

Quarterly Statistics Report (Discussion Item)

No discussion. EAC members were instructed to go to the website and review the current report before each meeting for discussion.

Sub-Committee Report – Academic Professional Research (Discussion Item)

No report.

David Turner made a motion to adjourn. James Jones seconded. The meeting adjourned.

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QUARTERLY MEETING – April 17, 2009
Northern Illinois University

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Barney Bryson, Sara Clayton, Kevin Connolly, Janet David, Gary Fry, Debra Hilligoss, Donna Johnson, James Jones, Darlene Kendall, Sheila Kirby, Kim Kirchner, Virnita Martin, Cristina Milliken, David Ryan, David Turner, and Linda Wense

Absent: Jay Brooks, Susan Courson

Staff Reduction and Precautionary Measures/Avoidance (Action Item)

A sub-committee was formed and met directly after the meeting. The sub-committee proposed to prepare a packet of information for each Merit Board members and that a representative(s) speak at the Merit Board meeting on May 20 in support of the System Office's PAA rule revisions.

Gary Fry made a motion the subcommittee present to the merit board a packet of historical documents with a cover letter to be presented by Barney, chair, to follow along with Director Morelock's report. Linda Wense seconded the motion.

The Committee discussed the motion. Gary Fry withdrew the motion.

Sheila Kirby made a motion that the sub-committee go forth to address the Merit Board during the Public Comments portion of the agenda with regards to discussion today. Cris Milliken seconded.

Maureen Bendoraitis	Aye		Gary Fry	Aye		Kim Kirchner	Aye
Julie Benedict	Aye		Debra Hilligoss	Aye		Virnita Martin	Aye
Barney Bryson	Aye		Donna Johnson	Aye		Chris Milliken	Aye
Sara Clayton	Aye		James Jones	Aye		David Ryan	Aye
Kevin Connolly	Aye		Darlene Kendall	Aye		David Turner	Aye
Janet Davis	Aye		Sheila Kirby	Aye		Linda Wense	Aye

Motion passed.

Report of Executive Committee - Sara Clayton

No report

Report of Legislative Committee – James Jones

James Jones passed out various handouts of current bills and information that may affect us as civil service workers and state employees. He stated the importance of keeping abreast of the various bills that would directly affect state employees.

James encouraged everyone to join SUAA and support the issues affecting our future. James also encouraged Civil Service/Staff Senate groups to have a SURS representative present at the meetings as well as invite SUAA or your local University Annuitants Association to speak.

The SURS board of directors will have 4 elected positions available. He encouraged the importance to have representation by employees, specifically civil service. James reported that Richard Johnson, President of SUAA, expressed willingness to speak to any Civil Service Council.

Report of Election Committee – Linda Wense:

Linda Wense welcomed the new member, Janet Davis, UIUC.

Terms to expire this year are Jay Brooks, Barney Bryson, and Linda Wense. Elections are held the third Tuesday in October.

Other items:

None

Linda Wense made a motion to adjourn. Cris Milliken seconded. The meeting adjourned.

Respectfully submitted,

Julie Benedict, Secretary

Barney Bryson, Chair